



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Professional Education and Certification  
 Old Capitol Building  
 PO BOX 47200  
 Olympia, WA 98504-7200  
 (360) 725-6320 TTY (360) 664-3631

**DUE DATE:**  
**July 31, 2006**  
**RECEIVED OSPI**

**ADMINISTRATOR PREPARATION PROGRAM REPORT FOR  
 July 1, 2005–June 30, 2006**

JUL 31 2006

INSTITUTION <b>Whitworth College</b>	ROLE <input checked="" type="checkbox"/> Principal <input type="checkbox"/> Prog Adm <input type="checkbox"/> Supt	PREPARED BY <b>Sharon Mowry</b>	DATE <b>July 24, 2006</b>	TELEPHONE NUMBER <b>509-777-4393</b>	E-MAIL <b>smowry@whitworth.edu</b>
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Professional Education

**I. EXECUTIVE SUMMARY**

The following information should be completed by the dean or director of education or his/her designee for each program.

Please respond to the following questions only. You may add other information/changes/highlights/activities on a separate sheet, if you wish.

For OSPI Use only

<p>1. List PEAB recommendations and program responses to the recommendations</p> <p>a. PEAB members recommended that the Professional Educator Advisory Board be the standard reviewed for this year.</p> <p>a. Administrators provided the WAC language about the make-up and duties of the PEAB for the members to review. Members agreed the Whitworth program was in compliance with all requirements.</p> <p>b. PEAB members recommended that Graduate Studies purchase a subscription to EduPortal so that administrative candidates could understand how to use this important resource when they enter the principal ranks.</p> <p>b. Whitworth School of Education purchased EduPortal and hosted a training session for faculty members on how to use this resource on February 16, with John Dekker from WASA.</p> <p>c. PEAB members recommended that there be an emphasis on how school administrators interact with parents in the schools.</p> <p>c. Administrators added additional emphasis on this aspect to a Saturday seminar for Interns and also suggested additional emphasis on this topic in the course, "Building Community in a Diverse Culture."</p> <p>d. PEAB members interviewed five candidates to proceed to their internship and recommended that all five be allowed to move forward.</p> <p>d. Administrators worked on placement of four of the five into appropriate school settings. One of the candidates</p>		
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<p>withdrew after the interview, realizing that she did not have the commitment that would be needed based on the questions from PEAB members.</p> <p>e. PEAB members recommended that there be some interaction with interns at the end of their internship to assess the effectiveness of the program.</p> <p>e. Administrators arranged a pilot interview with two of the interns at the final PEAB meeting of the year.</p>		
<p>2. PEAB participates in the candidate selection process for principal preparation programs per WAC 181-78A-250:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: PEAB members review the applications for each student who seeks admission to the program following a conditional admission by the Whitworth Admissions Committee. PEAB members also interview each candidate prior to their internship placement.</p>	
<p>3a. If your program had a site visit during 2005-2006, list the areas identified as "unacceptable" and/or recommendations made by the site visit team and include a summary of the steps program has taken to respond to the areas identified. Refer to your site visit report for those items</p> <p style="text-align: center;">OR</p> <p>3b. If your program gave an update on last year's annual report but has made additional progress on correcting the areas listed as "unacceptable" or recommendations indicated in your site visit report, please give us an update.</p>	<p>Standard: Our program did not have a site visit during the 2005-2006 school year. Section: Response:</p> <p>Standard: Section: Response:</p> <p>Standard: Section: Response:</p> <p>Standard: Section: Response:</p> <p>Site Team Report Recommendation: Response:</p> <p>Site Team Report Recommendation: Response:</p> <p>Site Team Report Recommendation:</p>	

	Response:	
4. Current PEAB Operating Procedures or Bylaws are on file:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. PEAB annually reviews follow-up studies and placement records. See 3-year follow-up attached.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. PEAB has reviewed all program approval standards at least once every five years? Standard(s) reviewed in the last year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Standard(s): Professional Educator Advisory Board Standard	
7. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05	Principal: 19                      Program Admin:                      Superintendent:	
8. Indicate the number of persons completing programs 9/1/04 – 8/31/05	Principal: 9                      Program Admin:                      Superintendent:	
9. Make any corrections to AS127 form (Location of Administrator Program)	<input type="checkbox"/> Corrections made on attached AS127 <input checked="" type="checkbox"/> AS127 is accurate as sent	

If your PEAB membership is not in compliance with WAC 181-78A-209(1), please identify the deficiencies and how you plan to correct them.

II. PEAB Attendance and Membership

College/University  
(e.g. WSU)

Principal

Admin PEAB  
 Prog Admin

Superintendent

MEMBER'S NAME	V=voting N=nonvoting	ROLE (e.g. teacher, principal)	ASSOCIATION AFFILIATION (e.g. WEA, AWSP, WASA, WFIS)	REQUIRED MEETING DATES				ADDITIONAL MEETING DATES	
				Date 10/10/ 05	Date 01/09/ 06	Date 02/27/ 06	Date 06/05/ 06		
Banks, Doug	V	Principal	WFIS	Yes	Yes	No	No		
Cosgrove, Mike	V	Principal	AWSP	Yes	No	Yes	Yes		
Crowley, Polly	V	Superintendent	WASA	No	Yes	Yes	Yes		
DeLeeuw, Howard	N	Student	Whitworth	Yes	Yes	No	Yes		
Hook, John	V	Principal	AWSP	Yes	Yes	Yes	yes		
Hunnicut, Vernice	N	Advisor	Whitworth	Yes	Yes	No	Yes		
Long, Roger	N	Professional Staff	Whitworth	Yes	Yes	Yes	Yes		
Marshall, Kristine	N	Alumni	Whitworth	No	Yes	Yes	Yes		
Mowry, Sharon	V	Administrator	Whitworth	Yes	Yes	Yes	Yes		
Stern, Dennis	N	Dean	Whitworth	Yes	Yes	No	No		
Veltri, Pam	V	Superintendent	WASA	Yes	Yes	Yes	No		
Wintersteen, Vicki	V	Teacher	WEA	No	Yes	No	No		
<i>Vicki had an extreme family health issue this year.</i>									

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the Professional Education Advisory Board has seen, reviewed and approved this report.

Name: Sharon Mowry, Director, GSE  
(Title)

Date: 7/27/06

**III. PEAB Financial Report Concerning Precertification Program Activities for July 1,  
2005—June 30, 2006**

COLLEGE/UNIVERSITY	ADMIN PEAB
(e.g., WSU)	(e.g., prin., prog. admin., supt.)

**CONTACT PEOPLE**

WAC 181-78A-261(2) An officially designated administrator is responsible for the management of operations and resources for the preparation program.

<b>COLLEGE/UNIVERSITY PROGRAM PEAB ADMINISTRATOR</b>	
NAME Dr. Sharon H. Mowry	
PREFERRED MAILING ADDRESS Whitworth College Graduate Studies in Education 300 W. Hawthorne Rd. Spokane, WA 99251	
E-MAIL ADDRESS smowry@whitworth.edu	
WORK TELEPHONE NUMBER ( 509 ) 777-4393	HOME TELEPHONE NUMBER ( )

If next year's PEAB administrator will be different, please complete the information below:

<b>NEXT YEAR'S PROGRAM PEAB ADMINISTRATOR</b>	
NAME	
PREFERRED MAILING ADDRESS	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ( )	HOME TELEPHONE NUMBER ( )

Fiscal Agent (must be a school district/educational service district or public college/university)

<b>FISCAL AGENT</b>	
NAME Mr. Wayne Leonard	
PREFERRED MAILING ADDRESS Asst. Superintendent of Finance Mead School District 12828 N. Newport Hwy Mead, WA 99021	
E-MAIL ADDRESS wleonard@mead.k12.wa.us	
WORK TELEPHONE NUMBER ( 509 ) 465-6000	HOME TELEPHONE NUMBER ( )

If next year's fiscal agent will be different, please complete the information below:

<b>NEXT YEAR'S FISCAL AGENT</b>	
NAME	
PREFERRED MAILING ADDRESS	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ( )	HOME TELEPHONE NUMBER ( )

I certify (or declare) under penalty of perjury under the laws of the state of Washington that invoice payments were based on state per diem and allowable expenses and that the information in this annual financial report is true and correct.

Name: Sharon Mowry, Director, GSE  
(Dean or director of college/university program)

Date: 7/27/06

**IV. PEAB Financial Report (WAC 181-79A-131)**

COLLEGE/UNIVERSITY	ADMIN PEAB
(e.g., WSU)	(e.g., prin., prog. admin., supt.)

Please complete this PEAB financial report for last fiscal year (July 1, 2005, to June 30, 2006). The program PEAB administrator is responsible for keeping records of revenue received (grants from OSPI, etc.) and records of expenditures (which includes receipts for money spent). This information must be available if audited. If you have any questions, please call Debbie Stevens, Professional Education and Certification, at (360) 725-6328.

**1. REVENUE**

	DATE	AMOUNT
Balance of PEAB funds in account (i.e., carryover)	July 1, 2005	357.12
Basic Grants received 2005-06 fiscal year	11/01/05	250.00
Other revenue (if applicable)		

Add carryover and grants received

**TOTAL REVENUE**

(a) 607.12
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**2. EXPENDITURES**

**A. Meetings: (Basic Grant)**

Precertification funds are to be used for the required four PEAB meetings. All expenses claimed must be within the state's per diem. (Some PEABs keep a matrix that itemizes meeting expenses. If you attach such a matrix, you need only to put the total amount spent on meetings in box "b.")

Number of meetings held during the fiscal year 4

Number of members serving during the fiscal year 12

Total travel expenses for members to attend PEAB meetings (mileage is calculated at state approved rate, also include parking, ferry, etc.)

Refreshments (if applicable)

Operating Expenses (postage, printing, etc.)

Other (provide details on separate sheet of paper)

	189.13
	375.56

**TOTAL EXPENDITURES FOR MEETINGS**

(b) 564.69
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**3. BALANCE**

Balance of PEAB funds in account on June 30, 2005 (subtract total expenditures line (b), from total revenue line (a)). Your balance on line (c) will be a carryover to the next fiscal period.

(c) 42.43
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- **Substitute Teacher Reimbursement**—Reimbursement to school districts for substitute teacher expenses should not be part of expenditures reported on this form. (For substitute reimbursement, submit Form SPI 605 to Professional Education and Certification **before** meetings and Form SPI F-720 to school district after meetings.)
- **Anticipated Expenditures**—If you anticipate that the expenditures for 2006-07 related to PEAB meetings will differ from your 2005-06 expenditures, please provide an amount and rationale for additional expenditures.